

March 7, 2003

**DISTRICT OF COLUMBIA
COMMEMORATIVE WORKS COMMITTEE**

**APPLICATION FOR REVIEW OF A
COMMEMORATIVE WORK ON DISTRICT PUBLIC SPACE**

Overview

DC Law 13-275, the “Commemorative Works on Public Space Amendment Act of 2000,” provides legislative guidance for review and approval of commemorative works on District public space. “Public space” means any public street, alley, circle, bridge, building, park, other public place or property owned by or under the administrative control or jurisdiction of the District of Columbia. For the purposes of DC Law 13-275, “public space” does not include property that is both owned by the federal government and under the administrative control or jurisdiction of the National Park Service, the General Services Administration, the Department of Defense, or any other federal agency.

A “commemorative work” means any statue, monument, sculpture, streetscape or landscape feature, including a garden or memorial grove, or other structure, which is located on public space and which is designed to perpetuate in a permanent manner the memory of an individual, group, event, or other significant element of international, national or local culture or history. In considering a proposed commemorative work on public space, the Mayor, the Council, and the Commemorative Works Committee shall be guided by the following criteria, in addition to any other criteria developed by the Mayor: a) a commemorative work shall be located in surroundings that are relevant to and compatible with the subject of the commemorative work; b) a commemorative work shall not interfere with or encroach upon any existing commemorative work. It shall protect and enhance, to the maximum extent practicable, open space, existing public and private uses, and historic, cultural, and natural resources; and c) a commemorative work shall be constructed of durable material suitable to the outdoor environment, and any landscape features of a commemorative work shall be compatible with the climate.

District of Columbia Commemorative Works Committee

DC Law 13-275, as amended, establishes the District of Columbia Commemorative Works Committee to advise and recommend to the Mayor and the Council a disposition of each request to place any commemorative work on public space in the District of Columbia. The Committee comprises 12 voting members, including 3 citizen members appointed by the Mayor with the advice and consent of the Council of the District of Columbia and 9 *ex officio* members who are District of Columbia officials. The Law designates the Director of the Office of Planning as the Chairman of the Committee.

Process

As background to complete this application, copies of D.C. Law 13-275, which sets forth all of the conditions to erect a commemorative work on public space in the District of Columbia, are available from the Legislative Services Office of the Council of the District of Columbia, located at the John A. Wilson Building, 1350 Pennsylvania Avenue, N.W. or the DC Office of Planning, 801 North Capitol St., N.E., Rm. 4000 which sets forth all of the conditions to erect a commemorative work on public space in the District of Columbia.

Eligibility Criteria

- Project must be proposed for available land either owned by or under the jurisdiction of the District of Columbia Government.
- Project must be sponsored by a Federal or District agency, or the type of individual group or organization described in section 501(3) of the Federal Internal Revenue code of 1986, and exempt from taxation under section 501(a) of said Code.
- Project must meet the criteria for commemorative works as described in DC Law 13-275.
- Project should commemorate a person who has been deceased for a minimum of 10 years prior to the date of the application, or commemorate an event that has occurred a minimum of 10 years prior to the date of the application. If the project does not meet these standards, a detailed explanation should be provided.
- Priority consideration will be given to projects that commemorate local individuals, groups, events or other significant elements of District of Columbia culture or history. If project does not meet these standards, a detailed explanation should be provided.

APPLICATION FORM FOR COMMEMORATIVE WORKS ON PUBLIC SPACE

(See D.C. Law 13-275, Commemorative Works on Public Space Amendment Act of 2000)

General Information – PHASE I SUBMISSION

1. Name/Description of Commemorative Work
2. Sponsorship information:
 - Name of sponsoring organization(s):
 - Address of sponsoring organization(s):
 - Contact:
 - Telephone:
 - Facsimile:
 - E-mail:
 - Tax status of Principal Sponsor (i.e. Sec. 501(3) determination letter from the IRS, other non-profit documentation, copies of Articles of Incorporation and Bylaws)
3. Description/mission of principal sponsoring organization
(i.e., history, when founded, other projects sponsored, etc.)
4. Biographical information on Board of Directors of principal sponsor.

Project Description

5. Provide brief project summary:
(describe concept, scope and goals of the project)
6. Provide detailed information on the subject of the proposed commemorative work and why the person or event should be commemorated. The subject of the commemorative work should be of long-term historic importance and shall generally not be any living person, any deceased person who has been deceased less than 10 years or any event that has occurred within 10 years of this application. If the proposed commemorative work does not meet these standards, a detailed explanation should be provided of why the person or event should be commemorated on District public space.
7. Provide detailed information on how the subject of the proposed commemorative work relates to District of Columbia culture or history. Commemorative works on public space that are proposed for commemoration of local individuals, groups, events, or other significant elements of District of Columbia culture or history generally should be given priority over other commemorative works. If the proposed commemorative work does not meet these standards, a detailed explanation should be provided of why the person or event should be commemorated on District public space.

Project Location

8. Describe proposed project location (street address/square/lot or public space designation):
9. Indicate the District government jurisdiction and agency with oversight of the proposed site.
10. Describe existing conditions of proposed site of the commemorative work and the general conditions surrounding area within ½ mile (land use patterns, zoning, zoning overlay, etc.) Include photos and site plan of existing site conditions.
11. State whether the proposed project is located within a D.C. or National Register Historic District, or is a D.C. landmark or is listed or is eligible for listing on the National Register of Historic Places.

Provide information on the historic district, D.C. landmark or National Register eligible or listed property. Indicate whether the proposed project is related to any adjacent or nearby historic properties or districts.

12. Describe proposed project's compatibility with the existing context and any future plans for the area. Also include whether this site is within 500 feet of another memorial in public space. (See D.C. Law 13-275, Section 415. Guidelines for Consideration of Applications (c)).
13. Describe any known or expected economic impact of the proposed project upon its immediate location, surrounding area (within ½ mile) and the District of Columbia at large.

Project Design

14. Provide concept design of proposed commemorative work.
15. Describe the material to be used for the commemorative work, or, if there is a landscape feature, describe its compatibility with the climate.
16. Describe related infrastructure improvements required to complete this project. If sponsor is assuming related infrastructure improvements by District or Federal government that assumption should be outlined.
17. What is proposed start date for project construction and proposed completion date for project construction? Provide timetable.
18. Describe any unusual or potentially objectionable construction requirements, (e.g. noise, blasting, dust).

Community Outreach

19. Outline the community notification and response opportunity plan, including presentation to neighborhood organizations and review by the appropriate Advisory Neighborhood Commission(s) and abutting property owners.
20. Provide letters from local stakeholders and other appropriate supportive parties, including a resolution of support, if possible, from the appropriate Advisory Neighborhood Commissions(s).

Project Budget

21. Provide the estimated cost of the proposed project.
22. Provide a complete budget and financing plan. This includes construction costs; maintenance and insurance of proposed project. (This should include information on the sources of project funding, including any government sponsored assistance if expected).
23. Provide plans and budget for perpetual maintenance and preservation. This should include detailed information on the amount of funding to be established for maintenance and the vehicle to be used (annuity, letter of credit, etc.)
24. Provide information on insurance for each stage of construction and for the future (if multiple construction phases are proposed). The District of Columbia shall be indemnified against all liability from incidents in public space.

Provide the Following as Applicable

25. Information on architectural design, primary materials, traffic impacts and how accommodated, environmental impacts, site engineering/drainage, landscaping, maintenance, signage, and other design/construction elements, as appropriate).
26. Concept schematic design including, but not limited to, a site plan, elevations, site scale analysis, a landscaping plan and other design-related materials.
27. Environmental analysis of the proposed site and its immediate area, suitable for Environmental Impact Screening Form (EISF) review by D.C. Department of Health, etc., or provide proof of exempt status.
28. Statement on compliance with the Americans with Disabilities Act (ADA).

Additional Materials/PHASE II SUBMISSION

29. Information on construction safety arrangements, if appropriate, including traffic barricading plans, placement of construction trailers, fencing, traffic impacts and pedestrian safety measures.

30. Final drawings and final construction documents.
31. Submission of proof that project has sufficient financial backing in order for project to be completed.